Faculty of Medicine
GRADUATE STUDENT COLLABORATION FUND
Guidelines and FAQs

LETTER OF INTENT GUIDELINES

Letter of intent should be 1-page maximum (single-spaced) in length, and must include:
- A brief summary of the initiative and why it would be beneficial to graduate students (1/2 page).
- Projection of possible expenses, with estimated amounts if known (1/2 page).

Note that the Letter of Intent stage is for feedback purposes, and not to accept/reject proposals.

PROPOSAL GUIDELINES

Final proposal should include:
- A detailed description of the proposed initiative, including how the initiative fulfills the Graduate Student Collaboration Fund objectives and eligibility criteria, its potential impact on the graduate student experience, and an outline of how the initiative will be managed by the proposed group members (2-pages maximum, single-spaced).
- A detailed budget of the initiative (1-page maximum, single-spaced). Importantly, budget items must be listed individually, and the rationale behind the allocated cost per item should be clear. The budget should also indicate any other sources of funding, including requests for matching funds (e.g. department donations or fundraising initiatives);
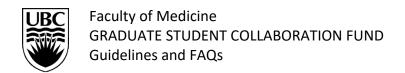- The Faculty Sponsor Form signed by the primary contact's Program Director/Advisor.

FORMATTING GUIDELINES FOR LETTER OF INTENT AND FINAL PROPOSAL

- Use a font size of 12-point, black type. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- Single line spacing.
- Insert a margin of 2 cm (3/4 inch) – minimum – around the page.
- Observe page/section limitations, additional pages may NOT be added unless specified.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Are there any examples of projects for the Career/Educational Initiatives?
Examples of initiatives include: creating online learning modules that promote professional development for non-academic health careers; developing an initiative that fosters collaboration between different graduate programs in the Faculty of Medicine; delivering an educational workshop that engages community partners; etc.

2. Can I apply if my project is in progress or almost completed?
Generally, no; the Graduate Student Collaboration Fund is for innovative projects, which precludes projects that are already underway. However, you can apply to the fund for an innovation within a preexisting project. You will need to explain how this innovation will enhance the preexisting project.

3. Can applications be submitted for annual/ongoing events?
Funds cannot be used to support an ongoing (e.g. annual) activity, unless it is to specifically fund an innovative enhancement to that event (beyond annual changes in event themes). Sponsors of annual events (e.g. conferences, symposiums) who are applying for this one-time-only funding should demonstrate the innovative components of the event for which they seek funding. Applicants for activities intended to be on-going or annual should demonstrate plans to become self-sustaining. The Graduate Student Collaboration Fund should be viewed only as start-up assistance for such activities.

4. When exactly does the one year funding period begin?
The one year funding period will begin as of the date of offer of funds.

5. What kind of reporting is required with this fund?
A one-page final report must be submitted to the Associate Dean, Graduate and Postdoctoral Education within 4 weeks of the conclusion of the funded initiative. The report must include the following components: a summary of the initiative, the benefits of the initiative for graduate students, and a summary of expenses incurred.

6. What does this Initiative Fund not cover?
The Graduate Student Collaboration Fund will not cover the costs of alcoholic beverages, charitable donations, past initiatives, initiatives for academic credit (including thesis work), initiatives that do not have a Faculty Sponsor (Program Director/Advisor) or initiatives that do not cross departmental/program boundaries.